

**Tinjauan pengetahuan petugas filing tentang retensi dan pengelolaan  
dokumen rekam medis Inaktif di RSUD Dr.R Soedjat Soemodiharjo  
Purwodadi Tahun 2017**

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**ABSTRAK**

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**ABSTRAK**

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**TINJAUAN PENGETAHUAN PETUGAS FILING TENTANG RETENSI DAN PENGELOLAAN DOKUMEN  
REKAM MEDIS INAKTIF DI RSUD DR.R SOEDJAT SOEMODIHARJO PURWODADI TAHUN 2017.**

Petugas filing di RSUD Dr. R Soedati Soemodiardjo sering lalai dalam memilah dokumen rekam medis inaktif, karena setelah memilah dokumen rekam medis hanya ditumpuk dan diletakan dilantai. Ketika ada pasien lama yang datang untuk berobat, perlu waktu lama dan memerlukan banyak petugas untuk mencari dokumen rekam medis pasien tersebut. Sehingga proses pelayanan kepada pasien terhambat. Penelitian ini bertujuan untuk menggambarkan pengelolaan DRM inaktif. Penelitian deskriptif dengan pendekatan studi kasus dilakukan melalui wawancara dan observasi. Berdasarkan hasil penelitian, sebageian besar petugas filing berusia 20-50 tahun, perempuan, pendidikan terakhir D3 RMIK, masa kerja >10 tahun. Terdapat 1 petugas yang kurang memahami pengelolaan DRM inaktif. Sudah ada kebijakan tetapi masih digabungkan dengan SOP dan ada protap tetapi belum spesifik. Sarana yang digunakan yaitu indeks penyakit. Proses pengelolaan DRM di RSUD Dr.R Soedjati Soemodiardjo terdiri dari mengambil resume, laporan operasi, kematian dan belum tersedianya ruangan khusus untuk menyimpan DRM Inaktif. Saran, Kepala Unit Rekam Medis (URM) melakukan sosialisasi dan pelatihan tentang pengelolaan DRM Inaktif kepada seluruh petugas Unit Rekam Medis (URM). Protap sebaiknya dipisahkan dari SOP sehingga petugas bisa lebih spesifik dalam memahami kebijakan tentang pemusnahan dan pengelolaan DRM Inaktif.

Kata Kunci : Pengetahuan Petugas, Filing, Retensi, DRM Inaktif

Kepustakaan : 23 (1990 â€“ 2016)

Kata Kunci : Pengetahuan Petugas, Filing, Retensi, DRM Inaktif

**Review of knowledge of filing officer about retention and  
management of Inaktif medical record document at RSUD Dr.R  
Soedjat Soemodiharjo Purwodadi Year 2017**

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**ABSTRACT**

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**ABSTRACT**

TIARA SANI GIANTI

KNOWLEDGE REVIEW OF FILING OFFICER ABOUT RETENTION AND INACTIVE MEDICAL RECORD  
MANAGEMENT IN RSUD DR.R SOEDJATI SOEMODIHARJO PURWODADI YEAR 2017

The filing officer at RSUD Dr. R Soedati Soemodiardjo is often negligent in sorting out inactive medical records, because after sorting the medical records only stacked and placed on the floor. When there are old patients who come for treatment, it takes a long time and requires a lot of officers to search patient's medical records. So that the service process to patient were hampered. This study aims to describe inactive medical records management. Descriptive study with case study approach was done through interview and observation. Based on results study, most filing officers aged 20-50 years, women, last education Diploma Degree (D-3) of Medical Records and Health Information, length of working > 10 years. There is one officer who have lacks knowledge about inactive medical records management. There is already a policy but itâ€™s been combined with SOPs and there is protap but not specific. The tool used disease index. Medical records management process in RSUD Dr.R Soedjati Soemodiardjo consist of taking resume, operation report, death and no special room for storing Inactive medical records. Suggestion, The Head of Medical Record Unit conduct socialization and training on Inactive medical records management to all Medical Record Unit Officers. Protap should be separated from the SOP so that the officer can be more specific in understanding the policy on destruction and management of Inactive medical records.

Keywords : Officer Knowledge, Filing, Retention, Inactive Medical Records

Literature : 23 (1990 â€“ 2016)

Keyword : Officer Knowledge, Filing, Retention, Inactive DRM